

Additional Forms and Resources

College Planning Sessions: Meeting Protocol

College Planning Session: Meeting Form

Activity Sign-In Sheets

All Additional GEAR UP TN Forms

Summary of GEAR UP TN Forms

College Planning Sessions: Meeting Protocol for Grade 9

College Planning Sessions (CPS) are annual one-on-one meetings between GEAR UP TN students and an advisor – typically the GEAR UP TN site coordinator, liaison, or faculty member. College Planning Sessions and intentional follow-up provide a framework for ensuring that students receive individual, ongoing support. CPS meetings serve as the primary vehicle to direct students to appropriate services based upon individual academic needs and postsecondary goals.

CPS with each 9th grade student aim to:

- Establish and strengthen the relationship between GEAR UP TN students and the GEAR UP TN Coordinator, or other caring adult
- Facilitate academic planning
- Facilitate student participation and engagement in school
- Facilitate student college and career exploration
- Facilitate postsecondary preparation
- Facilitate service delivery by directing students to appropriate interventions
- Ensure that, prior to high school graduation, students develop a portfolio that includes at least one postsecondary application, at least one scholarship application, and a completed FAFSA

CPS Implementation

On or before the end of February GEAR UP TN site coordinators – in partnership with Collaborative teams, including school counselors and mentors – are responsible for conducting at least one individual College Planning Session with each cohort student.

A. Pre-meeting preparation:

1. The GEAR UP TN site coordinator confers with principals and other staff as appropriate to determine times during the school day when students may be accessible for CPS.
2. The GEAR UP TN site coordinator sets up weekly or monthly schedules for CPS, and notifies teachers and students according to agreed-upon procedures.
3. The GEAR UP TN site coordinator reviews the academic record, attendance, and service participation information about the student prior to individual meetings in order to refer students to needed interventions. The GEAR UP Coordinator fills in the appropriate information regarding academic indicators on the student questionnaire.
4. Some sites have found it helpful to introduce the CPS to students in a larger classroom meeting where students complete a brief survey. Students' answers can guide the one-on-one or small group CPS sessions.

B. Individual CPS meetings will cover the following topics:

1. Student participation/ engagement

- a) Establish and strengthen the relationship between a student and the GEAR UP TN site coordinator or designated caring adult. Review students' level of participation in GEAR UP TN and school activities: discuss reasons for non-involvement and, if applicable, describe opportunities for future participation – upcoming events, services available, etc.
- b) Review a student's relationship with school (sense of belonging and extracurricular activities).

2. Academic standing and course of study

- a) Review students' academic status; connect with resources, such as tutoring, credit recover, summer school, etc. if needed
- b) Review students attendance record to determine need for intervention strategies
- c) Discuss high school plan of study and postsecondary readiness.

3. College and Career Exploration and Identification

- a) Explore the student's interests, hobbies, aspirations, talents, and strengths – this includes helping the student affirm a career or career interest area
- b) Review students' preliminary postsecondary plan and top postsecondary choices
- c) Discuss relationship between academic standing, career goals, and postsecondary plans

C. CPS Follow-up:

1. Legibly summarize the CPS conversation in the CPS Meeting Materials worksheet, ensuring the following information is provided:

- a. Date and duration of meeting
- b. Students' career interest area
- c. Students preliminary postsecondary plan
- d. Students top choices for postsecondary education, if s/he has any
- e. Agreed upon follow up work and deadline
- f. Comments that will be most helpful when evaluating long-term progress

2. Enter the College Planning Session into Compass as a student service.

Hold for College Planning Sessions Form Grade 9

Activity Sign-In Sheets

Instructions

Use these sheets to record activity details and participation. Please note: there are several different sign-in sheets. Be sure to choose the correct sign-in sheet that matches the type of activity and the type of participants you are serving. Check the notations located at the top of each form to be sure you are using the correct sign-in form for each activity. For example, some forms are designed for activities where only parents are present. Others are designed for only educators. Some are designed for both parents and students, etc.

Use one sheet indicating total hours per day if you are hosting a non-recurring activity (such as a welcome back event) and ALL of your information (participants, time, and activity) remains consistent through that day.

Use a new sheet if you host different activities or if different students attend a recurring event each day.

Please attach any supporting material to this sheet, including: lesson plan; agenda; promotional materials; student activity evaluations; parent/guardian activity evaluations; and the activity report from Compass.

Definitions

GEAR UP TN “Students” include:

All GEAR UP TN cohort students or all 12th grade students at participating GEAR UP TN schools.

GEAR UP TN “Guardians” include:

Parents/Guardians of all students in the cohort or 12th grade at participating GEAR UP TN schools.

Non-GEAR UP TN participants should NOT sign in.

Non-GEAR UP TN participants include: students, family members, and guardians who are not participants or affiliates of the GEAR UP TN cohort, but receive or participate in GEAR UP TN services and activities.

Hold for Sample Sign In Sheets (4)

Hold for \$1,000 or Above Purchase Request

Hold for Monthly Match Summary Form

Hold for In-Kind Match Form: Goods and Services

Hold for In-Kind Match Form- School Staff

Hold For T-Shirt Approval Form

Hold For Text Message Change Request

Hold For Request for Reimbursement

Hold for Budget Revision Form

GEAR UP TN Forms Summary

Form	Purpose	Submit to	How to submit It	How often	More info
Request for Reimbursement	To detail all expenditures and request reimbursements	Doug Cullum (Doug.Cullum@tn.gov) and your regional coordinator	Via email; all documents, including supporting documentation, must be included in one email	By the 15th of each month	p. 123
\$1000 or Above Purchase Request	To gain prior approval for any purchase, invoice, event, or activity that will cost \$1000 or above	Your regional coordinator	Via email, with your MAP	With your MAP by the 15th of each month	p. 117
Monthly Match Summary	To document your total monthly match in one place	Doug Cullum (Doug.Cullum@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 118
In-Kind Match - Goods and Services	To provide documentation of in-kind donations and services that count as match	Doug Cullum (Doug.Cullum@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 119
In-Kind Match- Staff	To provide documentation of in-kind donation of staff time	Doug Cullum (Doug.Cullum@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 120
T-Shirt Approval Form	For all design and spending approval on t-shirts with the GEAR UP TN logo and using GEAR UP funds	Suzette Telli (Suzette.Telli@tn.gov) and your regional coordinator	Via email (Typically, this will also involve a \$1000 or above purchase request.)	As needed	p. 121
Media Use Permission Form	To ensure parents and students provide permission for student images to be used on GEAR UP TN publications, online communications, and other communications materials	Keep in your files	If requested, via email	As needed	n/a
Budget Revision Form	To make any changes to the budget submitted with your annual work plan	Your regional coordinator	Via email	As needed	p. 124
Activity Sign-In Sheets	To track attendance at events and activities for data collection	Keep in your documentation Notebook	Enter the data into Compass	Activities must be entered into Compass prior to submission of the CAR	p.112-116

Form	Purpose	Submit to	How to submit it	How often	More info
Monthly Activity Plan	To plan the events and activities of the upcoming month and ensure you are meeting the plans set out in your annual work plan	Your regional coordinator	Via email	By the 15th of the month prior	p. 38-42
Completed Activity Report	To track the work completed in the preceding month, as laid out in your MAP, and to ensure all data is entered into Compass	Your regional coordinator	Via email and through Compass data entry	By the 10th of the following month	p. 43-46
College Planning Session Form	To report on the progress of students participating in College Planning Sessions	Keep in your files	Regional coordinators may review these files in person	As needed	p. 110
Text Message Change Request	To change the content or timing of a scheduled Signal Vine text message	Suzette Telli (Suzette.Telli@tn.gov)	Via email	As needed	p. 122